

RESOLUTION 134 - 2009

A resolution of the City Council of the City of Reading, Berks County, Pennsylvania declaring its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on July 23, 2009.

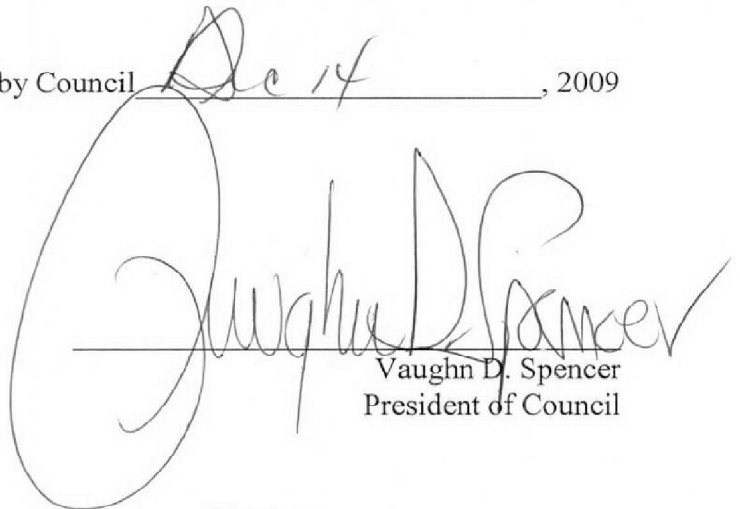
Whereas, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

Whereas, the Municipal Records Manual was approved by said Committee on July 23, 2009; and

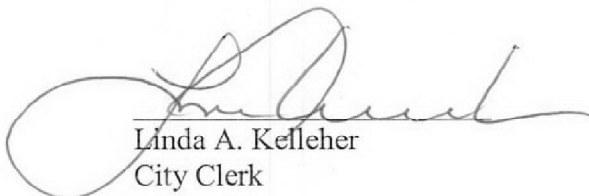
Whereas, the City of Reading desires to dispose of records according to statutory requirements;

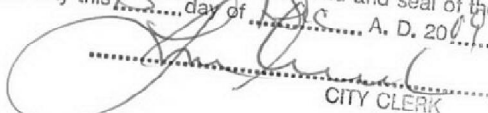
Now, therefore, be it resolved by the City Council of the City of Reading, Berks County, Pennsylvania that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on July 23, 2009 as outlined in the attached exhibit.

Adopted by Council Dec 14, 2009


Vaughn D. Spencer
President of Council

Attest:


Linda A. Kelleher
City Clerk

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Resolution passed by the Council of the City of Reading, on the 14 day of Dec A. D. 2009. Witness my hand and seal of the said City this 15 day of Dec A. D. 2009.

CITY CLERK

File Type	Retention length
Administrative and Subject Files	
Records summarizing policy and programs	Permanently
Routine correspondence	As long as of administrative value
Agendas of the governing body, board, commission, agency, etc.	One copy permanently A duplicate so long as of administrative value
Annexation, consolidation and boundary change records	Permanently
Bonds (Performance and Security)	6 years after expiration (with at least one copy on file in the City Clerk's Office)
Bylaws, Regulations, Rules of Order	Retain until superseded or revoked
Founding documents (Charters, Articles of Incorporation, etc.)	Permanently (With one copy on file in the City Clerks office)
Bids, proposals, price quotes and qualified contractor memoranda	If successful, 6 years after expiration of contract If unsuccessful, 3 years after job completion
Contracts and agreements	General contracts 6 years after termination Construction contracts 12 years after termination
Deeds to Municipal Property and Related Land Records	Permanently
Disaster plans	superseded, or obsolete
Easements	Permanently
Certificates of Election	11 months Federal election 22 months
Certification for Referenda	Permanently
Notice of Nominations to be made	11 months Federal election 22 months
Statements of Financial Interest	5 years
Executive Vetoes and Veto Messages	Permanently
Grant Administration Records	Comply with requirements by the appropriate agency
Hazardous Substance Survey Forms (HSSF)	30 years if employee involved in specific incident 30 years after termination of employment
Historic Preservation Documentation (submitted to PHMC) <ul style="list-style-type: none"> Environmental Reviews Historical Architectural Information Inventory/Survey Data 	<ul style="list-style-type: none"> 8 years Permanently

• Nation Register of Historic Places Documentation	• Permanently
Insurance Claims	6 years after settlement, Retain policies contracts and supporting papers 6 years after expiration, provided all claims have been settled
Legislative Investigation Records	10 years then contact State Archives
Litigation Case Files	Retained closed cases as long as of administrative value Retain cases of precedential value permanently
Litigation Opinions	Permanently
Mailing lists	Until superseded or obsolete
Master Property and Equipment/Fixed Assets Inventories	Property and Equipment 5 years after superseded or obsolete Fixed Assets permanently
Material Safety Data Sheets (MSDS)	30 years if used as health/exposure record for employee involved in incident 30 years after termination of employment
Minutes (for all boards, authorities, commissions, governing body, etc.)	Permanently (With at least one copy on file in the City Clerks office).
Municipal Lien Files	1 year after satisfaction
Municipal obligations <ul style="list-style-type: none"> • bonds and coupons • bond ledgers and books • canceled notes • loan files 	<ul style="list-style-type: none"> • 6 years after cancellation • permanently • 6 years • 6 years after final payment on loan
Municipal Records Disposal Certification Request Forms (submitted to PHMC)	Permanently
Oaths of office	6 years.
Petitions	5 years Permanently for those resulting in ordinance or charter change
Photographs	As long as of administrative value – then contact State Archives
Public Hearing Notices	10 years.
Annual reports	Permanently (With at least one copy on file in the City Clerks office).
All other reports	As long as of administrative value.
Press releases	As long as of administrative value.
Proclamations/Commendations	Retain permanently.
Ordinances/Resolutions	Retain permanently.
Request for Service Records	1 year after request satisfied
Roster of Officials (submitted to Penndot)	Permanently
Surveys	As long as of administrative value

<i>Right to Know Requests – includes all related communications and responses</i>	<i>2 years</i>
Personnel Records	
Administrative Organizational Charts	One copy permanently; others as long as of administrative value
Civil Service Commission records (Other than those filed in individual personnel files)	As long as of administrative value
Eligibility lists	5 years after the list expires
Health Insurance files	5 years.
Commercial Drivers License Records	Comply with retention requirements of appropriate licensing agency
Emergency Information Sheets	Retain most recent update for tenure of employee
Employee Health Insurance Claim Files	5 years after settlement of claim
Employee Medical Records	Same as Personnel records unless exposed to toxic substances, then retain 30 years after termination of employment – must comply with OSHA regulations
Individual employee personnel records – if separate with post-termination benefits	Retain summary information permanently; other records 5 years after termination
Individual employee personnel records – if separate without post-termination benefits	5 years after termination
Job announcements	2 years after the position has been filled.
Job descriptions	Retain current plus one prior revision
Labor Negotiation Files	5 years after expiration of contract
Labor Union Contracts	20 years after expiration
Grievances	3 years after final resolution.
Applications for Employment – not hired	Retain 2 years.
Equal Employment Opportunity Records	Retain 3 years.
Discrimination Complaint Case Files	Retain 4 years after the resolution of the case.
Labor Negotiation Files	Retain 5 years after the expiration of the contract.
Worker's Compensation Records	Retain 4 years after signing the final settlement or 4 years after death of recipient Retain 10 years if suspension agreement has been file
Payroll Records	
Cancelled Payroll Checks	Retain 7 years.
Payroll Adjustment Records	Retain 4 years.
Individual Earning Record – terminated	5 years after all benefits paid

with benefits	
Individual Earning Record – terminated without benefits	5 years after termination
Deduction Authorizations	Retain 4 years after cancelled or superseded.
Payroll Earnings and Deductions Registers – Pay Period Reports	4 years
Payroll Earnings and Deductions Registers – Annual Summary	If posted to individual earning record – 7 years; otherwise 50 years
Payroll Voucher (Check) Registers	7 years
Pension Files – Individual Employee	3 years after benefits paid
Pension Plan Data Sheets	10 years
Pension Plan Annual Summary Records	Permanently
Pension Plan Administration Records	6 years after termination of plan
Quarterly Returns of Withholding of Federal Income Tax	4 years
Quarterly Statements of State and Local Taxes Withheld	4 years
Social Security Reports	Retain 4 years
Attendance Records <i>and Time Cards</i>	Retain 3 years.
Unemployment Compensation Records	4 years after contributions have been made
Wage and Tax Statements (W-2 forms)	4 years after due date of tax
Withholding Allowance Certificates (W-4 forms)	4 years after new certificate is filed or employment terminated
1099 Forms	4 years
Financial and Purchasing Records	
Weekly/Monthly Account Summaries	3 years
Year end Summaries	7 years
Accounts payable files and ledgers	7 years
Accounts Receivable Files and Ledgers	7 years
Budgets	Permanently (with at least one copy on file in the City Clerk's Office)
Audit	Permanently (With at least one copy on file in the City Clerks office)
Audit Workpapers	Current plus three prior audit cycles
Annual Budget and related records	Budget permanently; Related records 7 years
Certified Financial Statements	Permanently.
Purchase Orders	7 years
Purchasing Files	6 years
Supply Requisitions	2 years
Surplus Property Logs	Until suspended or obsolete
Utility and Paid Service Receipts	7 years
Voucher Files	7 years

Change of Address Records	5 years.
Occupational Tax Lists	Until suspended or obsolete.
Property Tax Return Forms	5 years.
Real Estate transfer records	As long as of Administrative value.
Balance Sheets	Retain 7 years.
Bank Statements and Reconciliations	Retain 7 Years.
Bills	Retain 7 years.
Cancelled Checks	Retain 7 years.
Check Registers	Retain 7 years.
Daily Cash Records	3 years
Deposit Slips	Retain 7 years.
Depreciation Schedules	Life of equipment + 3 years
Expense Reports	Retain 7 years.
Investment Records	6 years after cancellation
Vendor Files	Retain until superseded.
Warrants	Retain 7 years.
Survey of Financial Condition Forms (DCED)	3- 5 years
Treasurer's Bond Certifications	7 years
Tax Collection and Assessment Records	
Bill of Taxes	Retain 2 years.
Certification for Taxes Paid on Real Estate	2 years
Change of Address Records	Retain 2 years.
Delinquent Tax Collection Records	Retain 1 year after delinquent taxes paid
Exoneration Certificates	Retain 5 years.
General and Special Tax Ledgers and Related Records	Retain 7 years
Occupational Tax Lists	Retain until superseded or obsolete
Tax Return Forms	5 years
Public Utility Realty Reports	7 years
Real Estate Transfer Records	Retain as long as of administrative value.
Tax Bills, Paid Receipts	Retain 2 years.
Tax Collector's Monthly Report to Taxing Districts	7 years
Tax Collector's Return Sheets	1 year after delinquent taxes paid
Tax "Duplicates"	Retain information on tax payments 7 years Retain other copies as long as of administrative value
Tax Millage Certificates	Permanently
Annual Collection Reports Submitted to the State.	Retain 10 years.
Sales and Use Tax Exemptions	3 years after last sale

Police Records	
Animal Law Enforcement Records	2 years.
Bicycle Registration	2 years
Traffic Citations	3 years if not part of criminal history case file
Non Traffic Citations	3 years if not part of criminal history case file
Community Relations Files	As long as of administrative value.
Daily Activity Records	3 years.
Daily Bulletins/Blotters/Logs	As long as of administrative value.
Dispatcher's Log Book	3 years after last entry
Accident Reports (motor vehicle)	5 years after the close of the investigation.
Parking Tickets	1 year after all fines have been paid.
Towing Records	1 year after all fines have been paid.
Calibration Records	Retain 5 years after expiration of certification.
Community Relations Files	Retain as long as of Administrative Value.
Complaints, Incident Reports	Retain 3 years if not part of a criminal history case.
Court Orders	Retain as long as of administrative and legal value.
Criminal History/Investigative Files- Homicide, Suspicious Death	Retain for 75 years.
Summary Cases	Retain for 5 years.
All Other Cases	Retain for 20 years.
Criminal History Dissemination Records	Retain same as case file; if not criminal record found retain 2 years
Firearms and Ammunition Records	2 years after superseded or obsolete
Hunting Accident Reports	2 years
Internal Affairs Case Files	Incident Log - Retain for 7 years. Substantiated Charge – 3 years after termination of employment Unsubstantiated Charge – 3 years after close of investigation or compliance
K-9 Corps Records	Retain veterinary records 2 years after retirement or death of the dog.
Master Name Index	As long as of administrative value
Missing Persons File	Until case considered closed
Motor Vehicle Accident Reports	Retain for 5 years.
Parking Violations	Retain 1 year after all fines have been paid.
Abandoned or Impounded Vehicles	Retain 2 years.
Recommendations for Special Driver's Exams	Retain 1 year
PA Uniform Crime Reporting Worksheets	2 years

Permits and related applications	3 years after expiration
Property Records	Retain 6 years after property is no longer in custody of the department.
Temporary Detention Reports	Retain 3 years.
Detention Inspection Reports	4 years
Tow Truck Operators Schedule	Retain as long as of administrative value.
Training Records	Retain as long as of administrative value
Vacant Home Check Record	30 days unless used as evidence
Video/Audio Tapes	30 days unless used as evidence
Waivers/Release Forms	As long as of administrative value
Fire Records	
Annual Fire Loss Records	Retain permanently
Certification of Service	Retain current report plus two prior audit cycles.
Daily Bulletins/Blotters/Logs/Activity Records	3 years
Drill Reports	Retain 7 years.
Incident Reports – serious incidents and major issues	Permanently
Incident Reports – routine	3 years
Equipment Records	Retain as long as of administrative value.
Fire Codes and Ordinances	Permanently
Fire Safety Inspection Records – automated sprinkler systems	Retain until superseded or obsolete
Fire Safety Inspection Records – Building surveys/inspection records/notices of violation	Retain 10 years.
Hydrant Records – location listings/maps	Retain until superseded or obsolete
Hydrant Records – maintenance/testing records	Retain 2 years after hydrant is removed or replaced.
Arson Investigation/Fires Resulting in Death or Injury Files	Permanently
Investigation – Routine	10 years after cause is determined
Equipment/Maintenance logs/inspection reports	Retain for live of equipment or transfer with vehicle if appropriate
Fire Alarm box test records	2 years after box is removed or replaced
Permits and related files	3 years after expiration/revocation
Emergency Services Records	
Audio Tapes and Logs	Retain tapes 45 30 days Retain logs 3 years after last entry <i>consult legal counsel prior to disposition</i> Retain all as needed for evidentiary need

Emergency Management Plan	Retain 3 years after superseded.
Trip Reports	Retain 7 years.
Incident Cards and Reports	Retain 3 years.
Quality Assurance Reviews	Retain 10 years.
Radio Dispatcher's Logs	Retain 3 years after last entry.
Public Health/Codes Records	
Applications for Food Service Manager/Operator Certification	5 years
Citations	3 years
Notices of violation and all related correspondence	30 days after issue settled or resolved
Epidemiological Reports	7 years
Health Inspection records	5 years
Reports to the State Board of Health	5 years
Food Embargo, Condemnation, Recall Records	Retain 5 years.
Nuisance Records-Tall Grass/Weeds, Odors, Animals, Filthy Conditions	Retain 2 years after final disposition.
Permits/Licenses	3 years after expiration or denial
Rent Withholding Cases	Retain 7 years.
State Permits and Approvals	Retain in accordance with regulations set forth by the issuing agency.
Vector Control Records	Retain 4 years.
Public Works/Engineering Records	
Applications/Licenses/Permits	Annual – 3 years after expiration Indefinite – until revoked or suspended
Complaints/Notification of Hazards	2 years after correction/final resolution
Construction Inspection Reports	12 years after acceptance of project
Construction Plans and Specifications	Retain until structure is reconstructed or long longer municipal property; transfer to new owner if appropriate
Engineering Drawings	Permanently
Equipment Records	For the life of the equipment.
Liquid Fuels Tax Records	7 years.
Highway Transfers	Permanently
Maintenance Records	Routine 5 years. Structural - Retain until structure is reconstructed or long longer municipal property; transfer to new owner if appropriate
Maps	One copy permanently, duplicates can be disposed when obsolete.
Road and Bridge Books	Permanently.
Road Mileage Reports	Permanently
Road Operations Procedures	Retain until superseded

Storm Water Management Records	Permanently.
Street Light Records	Installation records and plans – retain until light is removed or replaced Routine maintenance – 5 years
Street Assessment Notification Records	3 years after all payments made
Opening Orders and Deeds of Dedications	Permanently.
Street Cut Records	5 years.
Traffic Studies	As long as of administrative value.
Transportation System Performance Reviews	Retain 3 years.
Underground Conduit Reports	1 year
Waste Management	
Act 537 Plans	Until superseded or obsolete
Biosolids Disposal Records	Permanently Retain permits and applications until superseded or obsolete Retain reports and related records 30 years
Sewage Planning Module Components	Retain as long as of administrative value
Daily Operating Reports	2 years.
Discharge Monitoring Reports	5 years.
Recycling Records	10 years.
Trash Hauler Records	4 years.
Investigation Case Files	Retain 25 years after case is closed.
Lab Accreditation Records	Retain applications and certifications until superseded or obsolete Retain all other records 5 years
Notification of Permits and Permit Revisions	Retain 10 years
On-Lot Sewage System Records	Retain permits until superseded or obsolete; retain other records until system is replaced or property connected to public sewage treatment system
Yearly Waste Load Management Reports	2 years
Sewage Treatment Installation Records	Retain permanently.
Sewage Treatment extensions/pump facilities records	Retain permitting records until superseded or obsolete Retain all other records permanently
Sewer Assessment Notification	Retain 1 year after all payments have been made
Sewer Enforcement Officer Certification Records	Retain until expiration of certification
Sewer Rights of Way and Easements	Permanently
Recycling Program Records	Retain 5 years.

Solid Waste Records (Landfills)	Retain permanently Retain permits until superseded or obsolete Retain all other records for 30 years after lifespan of facility
Toxic Reduction Evaluation Reports	Permanently
Hauler/Transporter Records	Retain 4 10 years.
Water Quality	
Operating Records for Water Treatment Plants – Annual reports and special studies	Permanently
Operating Records for Water Treatment Plants – Daily Reports	Retain 2 years
Operating Records for Water Treatment Plants – Monthly Reports	Retain 10 years
Permit Files for Water Treatment Plants and Public Water Supply Systems	Permanently
Water Line Assessment Notification Records	Retain 3 years after all payments have been made
Water Quality Records	Annual water supply reports, emergency response plans, operation and maintenance plans until superseded or obsolete Other records retain 12 years
Waterworks Operators Certification Records	Retain until expiration of certification
Meter Reading Records	Retain 5 years
Planning and Building	
Building and Housing Construction Records	Commercial – until structure is demolished Other 5 years after certificate of occupancy issued or after 5 years if no certificate of occupancy is issues
Building Permits and Applications	Commercial – until structure is demolished Other 5 years after certificate of occupancy issued or after 5 years if no certificate of occupancy is issues
Complaints, Citations, Notices of Violations and Investigations	3 years after resolution of complaint
Comprehensive Plan	Permanently (With at least one copy on file in the City Clerks office)
Contractor's Licensing Records	7 years
Economic Development/Redevelopment Files	Comply with retention requirements of appropriate agency
Flood Plain Management Records	Annual Report – 5 years Variance - Permanently
Maps and Plats	One copy permanently, other copies until superseded or obsolete (with at least one copy on file

	in the City Clerk's Office)
Arial Photography	Retain until superseded or obsolete; contact State Archives regarding possible historical value.
Planning Commission Minutes	Permanently
Planning Studies and Surveys	Permanently
Demolition Permits and Applications	Retain Permanently.
Zoning	
Occupancy and Use Permits	Permanently
Issued Zoning Permits	5 years
Subdivision and Land Development reviews	Permanently
Decisions of the Zoning Hearing Board	Permanently
Hearing Applications	3 years after final decision
Ordinance Amendment Reviews	Permanently (with at least one copy on file in the City Clerk's Office)
Records in Court Cases	Permanently
Zoning Hearing Board minutes	Permanently
Zoning Hearing tapes, stenographic notes and transcripts	Tapes and notes – 90 days after final decision if no appeal; if appeal retain until resolution of case
Library Records	
Applications for State Aid	Retain 5 years.
Book and Material Inventories	Retain until superseded or obsolete.
Book Purchase and Disposal Records	Retain 2 years.
Circulation Records	As long as of administrative value. Retain 2 years Retain annual statistics permanently
Patron Registration Files	Retain 3 years after the expiration of the card. For patrons with delinquencies retain 3 years after settlement
Reports to State Library	Retain Permanently.
Rules and Regulations	5 years after revoked or superseded
Parks and Recreation Records	
Accident/Incident Reports	Retain 3 years.
Citations	Retain 3 years.
Operation and Maintenance Records	5 years
Park Planning Files	Retain Permanently.
Park Program Files	2 years
Park Rules and Regulations	Retain 5 years after revoked or superseded.
Park Use Records	Retain 3 years.
Public Bathing Facilities – including pools,	4 years

chemicals, etc	
Information Technology	
Computer Inventory Records	4 years after computer removed from service or reassigned
Computer Systems Documentation	1 year after migration of all records with ongoing value to new system
Equipment and Network Usage Documentation	1 year after updated or superseded
Equipment Records	Retain for life of equipment
Computer Usage Files and Reports	1 year
Network and PC Password and Security Identifications	1 year
System Architecture Documents and Wiring Schemas	Retain for life of network
Operating System and Hardware Conversion Plans	1 year after successful conversion
Disaster Preparedness and Recovery Plans	Retain until superseded or revised
System Backup Files	Retain until superseded
Security Records	1 year
Input Documents	Retain as long as of administrative value
User Requests for IT Services	Retain as long as of administrative value
Network Implementation Project Files	Retain until superseded